



My School Directory

School Information

School Name _____ Phone Number _____
School Address _____
Principal _____
School Office Staff _____
Assistant Principal _____
Guidance Counselor(s) _____
Parent Organization President _____
School Advisory Council Chairperson _____
School Web Address: _____

School Procedures

Fire Drills _____
Dress Code _____
Opening and Closing Times _____
Location of STAR Computer and Name Badges _____
Parking _____
Who to Call When You Are Absent _____
Phone Number &/or Email Address to Report Absences _____
Eating in the School _____
Use of the Telephone _____

Volunteer Program Manager(s)

Staff Liaison for Volunteers _____
Volunteer Coordinator _____
Contact's Phone/Email _____

Your Volunteer Assignment

Teacher's Name _____
Room _____ Date to Begin _____
Day(s) _____ Time _____
Teacher's Planning Time _____
Teacher's Phone/Email _____